

Application for Employment



Please Print

PCB® is an Equal Opportunity Employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the Human Resources Department.

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # () Cellular/Other Phone # () E-mail Address _____

Position(s) applied for _____ Date of Application _____

Referral Source (Please check the appropriate category and name the source)

- Advertisement _____ Job Fair _____
- Company's Website _____ Recruiter/Staffing Agency _____
- Employee _____ School _____
- Government Employment Agency _____ Walk-in _____
- Internet _____ Other _____

Type of employment desired: Full Time Part Time
 Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No

Date available for work _____ / _____ / _____

Will you travel if job requires it? Yes No
If no, please explain _____

What days are you available to work?

- Monday Tuesday Wednesday Thursday Friday
- Saturday Sunday

Driver's license number required if driving may be required in the job for which you are applying:

What shift(s) are you available to work?

- 1st 2nd 3rd

_____ State _____

Will you work overtime if required? Yes No
If no, please explain _____

Have you ever been bonded? Yes No

Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you submitted an application here before? Yes No
If yes, give date(s) and position(s) _____

Have you ever pled guilty to or been convicted of a felony? Yes No

If yes, please provide date(s), court, state, and details, including a description of the nature of the offense _____

Have you been employed here before? Yes No
If yes, give dates From: _____ / _____ / _____ To _____ / _____ / _____

Are you legally eligible for employment in this country? Yes No

If yes, proof is required if hired.

Have you ever pled guilty to or been convicted of a misdemeanor? Yes No

If you are under 18 and it is required, can you furnish a work permit? Yes No

If yes, please provide date(s), court, state, and details, including a description of the nature of the offense _____

If no, please explain _____

May we contact you at work? Yes No
If yes, work number and best time to call:

() : _____

Employment History

Starting with your most recent employer, please provide the following information.

Employer			Telephone #
Street Address	City	State	
Starting job title / final job title	Dates Employed:	Month/Year	to Month/Year / /
Immediate supervisor and title (for most recent position held)	May we contact for reference?		
Why did you leave?			
Summarize the type of work performed and job responsibilities.			
What did you like most about your position?			
What were the things you liked least about the position?			

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Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job?

Yes No

If yes, please explain

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing: _____ Years: _____ Internet: _____ Years: _____

Spreadsheet: _____ Years: _____ Other: _____ Years: _____

Presentation: _____ Years: _____ Other: _____ Years: _____

E-mail: _____ Years: _____ Other: _____ Years: _____

Educational Background

Starting with your most recent school attended, provide the following information

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known
			()	
			()	
			()	

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude any memberships that would reveal, race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal, race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current or prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes No Non Applicable

If yes, please explain: _____

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ Date: ____/____/____

Salary History



Please Print

Applicant Name: _____ Date: _____

Starting with your most recent employer, please provide the following information.

Compensation History	
Employer:	
Starting Compensation: \$ _____ per _____	Final Compensation: \$ _____ per _____

Compensation History	
Employer:	
Starting Compensation: \$ _____ per _____	Final Compensation: \$ _____ per _____

Compensation History	
Employer:	
Starting Compensation: \$ _____ per _____	Final Compensation: \$ _____ per _____

Compensation History	
Employer:	
Starting Compensation: \$ _____ per _____	Final Compensation: \$ _____ per _____

My desired salary range or hourly rate of pay is: \$ _____ per _____
